

California Housing Finance Agency Job Opportunity

Accounting Administrator II Multifamily & Operations Units

Salary Range	\$5211-6286
Final File Date	January 21, 2005
Division	Fiscal Services Division, Multifamily & Operations Units <i>Note this Unit on the front of your application.</i>
Specific Location	12 & L Streets, Sacramento
Tenure & Timebase	Permanent & Full-time
Number of Positions	One
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Applicants should be on a current eligible list for appointment to this classification, or be State employees who are currently in the classification being advertised and eligible for lateral transfer to this classification, or who have reinstatement rights to this level. Applications will be screened and only those that best meet the requirements of the job will be considered. <i>Appointment is subject to the provisions of SROA.</i>
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034
Duties	<p>Under the general supervision of the Comptroller, this position plans, organizes and directs the staff of the Multifamily and Fiscal Operations Units of the Accounting Section. Essential duties include but are not limited to:</p> <ul style="list-style-type: none"> Supervises and coordinates all internal and external accounting operations of the Multifamily and Fiscal Operations Units, including Mortgage Insurance Programs. Directs the work of the staff in the performing all the accounting work necessary and oversees the implementation of the new accounting and operational procedures for the new programs. These include: a) organizes staff in such a manner as to facilitate the operation of the unit; b) trains staff in the proper methods and approaches to perform work and resolve problems; and c) establishes time schedules and procedures with private lenders and other State agencies to facilitate work being processed in a timely manner. Reviews and analyzes each Multifamily bond indenture to ascertain the requirements needed. Designs operational systems around the accounting systems created to fulfill the indenture requirements. This includes: designs, implements and continuously updates operational procedures for the various multifamily programs including procedures to follow for resolution of the problems pertaining to loan closings and construction draw payments and the disbursement of funds for taxes and insurance and the receipt of impounds and payment of the claims for taxes and impounds; establishment of various types of reserve accounts and disbursements as needed therefrom; receipt and disbursement of HUD Housing Assistance Program (HAP) funds and completing complex HUD reports; calculates and amortizes project loans; resolves problems involving insufficient funds caused by cash flow problems, incorrect set-asides for impounds, reserves, non-

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

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It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

payment or payment of incorrect amounts for monthly principal or interest calculation of and disbursing interest for balances in the impound and reserve accounts, banking and transfer of funds; develops liaison with appropriate personnel at the projects, banks, title companies, etc., and with program staff members to enable the resolution of problems.

- Responsible for integrating all present Multifamily systems into the automated general ledger system allowing full access of data for each loan, including unpaid principal balance, impound accounts, reserve accounts, etc.
- Monitors each Multifamily bond indenture to insure compliance with applicable requirements, including performing indenture tests.
- Develops procedures to ensure that all multifamily projects are properly audited under the new Federal single audit guidelines, with appropriate reimbursements to the Agency for any cost incurred.
- Develops and maintains procedures for insuring that funds received for each multifamily bond issue flows into the proper account in the proper amount as the proper time as required by the indentures.

12/20/04